



**Board of Works**

Andy Cook  
John Hart  
Mark Heirbrandt

**Clerk Treasurer**

Cindy J. Gossard

# Memorandum

To: Westfield Board of Public Works & Safety

Date: June 2, 2011

Re: Public Works & Matters

## Memo to Board Members

Dear Board Members, I would like to take this opportunity to update you regarding some of the activities that have taken place within the Public Works Department over the last month.

## Fees Collected

(See Attachment 1)

## Public Works Progress Report

(See Attachment 3)

## Employee of the Month for February

The City Services Going the Extra Mile Employee of the Month selection for April 2011 was Tim O'Leary. Tim is employed with the City of Westfield Informatics Department as a Field Locating Technician.

Please join me in congratulating Tim on this significant achievement.

**Public Works Department**

(317) 804-3150 office  
(317) 804-3181 fax

2728 East 171st Street  
Westfield, IN 46074  
[westfield.in.gov](http://westfield.in.gov)

# ATTACHMENT #1

## Yearly Permit Fees-2011

Type of Fees	January	February	March	April	May	June	July	August	September	October	November	December
Encroachment Permits	\$ 350.00	\$ 200.00	\$ 200.00	\$ 850.00	\$ 1,325.00							
Sewer Availability Fees	\$ 3,500.00	\$ 43,750.00	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00							
Sewer Tap Fees	\$ 9,000.00	\$ 1,800.00	\$ 1,800.00	\$ 15,600.00	\$ 15,600.00							
Subsequent Sewer Connection	\$ 2,049.00	\$ 380.00	\$ 380.00	\$ 3,487.00	\$ 5,156.00							
Water Availability Fees	\$ 1,800.00	\$ 22,500.00	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00							
Water-3/4" Tap Fees	\$ 4,250.00	\$ 1,750.00	\$ 9,200.00	\$ 7,000.00	\$ 7,000.00							
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -	\$ -							
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -	\$ -							
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -	\$ -							
Lawn Irrigation Fees	\$ 19,800.00	\$ 240.00	\$ 720.00	\$ 1,800.00	\$ 1,800.00							
Road Impact Fees	\$ 3,600.00	\$ 3,600.00	\$ 18,000.00	\$ 30,800.00	\$ 30,800.00							
Plan Review Fees	\$ 5,320.00	\$ 1,625.00	\$ 1,825.00	\$ 3,780.00	\$ 3,780.00							
Inspection Fees	\$ 2,568.43	\$ 943.50	\$ 1,128.50	\$ 1,036.00	\$ 1,036.00							
Map Fees	\$ -	\$ -	\$ -	\$ -	\$ -							
Erosion Control Appl. Fees	\$ 1,500.00	\$ 400.00	\$ 3,000.00	\$ 2,900.00	\$ 2,900.00							
Erosion Control Penalty Fees	\$ 100.00	\$ 2,100.00	\$ 1,350.00	\$ 300.00	\$ 300.00							
Sanitary Sewer Permit Fees	\$ 600.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00							
Water Permit Fees	\$ 600.00	\$ -	\$ -	\$ -	\$ 900.00							
Water Service Line Protection	\$ 659.00	\$ 735.00	\$ 726.00	\$ 918.00	\$ 918.00							
Totals per Month	\$ 52,076.43	\$ 89,023.50	\$ 71,856.50	\$ 79,565.00	\$ 79,565.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2011 Year to Date	
Encroachment Permits	\$ 2,725.00
Sewer Availability Fees	\$ 57,750.00
Sewer Tap Fees	\$ 42,600.00
Subsequent Sewer Connection	\$ 11,072.00
Water Availability Fees	\$ 14,950.00
Water-3/4" Tap Fees	\$ 22,200.00
Water-1" Tap Fees	\$ -
Water-1 1/2" or Greater	\$ -
Subsequent Water Conn.	\$ -
Lawn Irrigation Fees	\$ 2,760.00
Road Impact Fees	\$ 73,800.00
Plan Review Fees	\$ 12,650.00
Inspection Fees	\$ 5,676.43
Map Fees	\$ -
Erosion Control Appl. Fees	\$ 7,800.00
Erosion Control Penalty Fees	\$ 3,850.00
Sanitary Sewer Permit Fees	\$ 1,200.00
Water Permit Fees	\$ 1,500.00
Water Service Line Protection	\$ 3,018.00
Gross Total for 2011	\$ 283,521.43

Type of Fees	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total
Encroachment Permits	\$ 1,400.00	\$ 1,325.00	\$ -	\$ -
Sewer Availability Fees	\$ 3,500.00	\$ 5,250.00	\$ -	\$ -
Sewer Tap Fees	\$ 27,000.00	\$ 15,600.00	\$ -	\$ -
Subsequent Sewer Connection	\$ 5,976.00	\$ 5,156.00	\$ -	\$ -
Water Availability Fees	\$ 32,200.00	\$ 2,700.00	\$ -	\$ -
Water-3/4" Tap Fees	\$ 15,200.00	\$ 7,000.00	\$ -	\$ -
Water-1" Tap Fees	\$ -	\$ -	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -	\$ -	\$ -
Lawn Irrigation Fees	\$ 900.00	\$ 1,800.00	\$ -	\$ -
Road Impact Fees	\$ 43,200.00	\$ 30,800.00	\$ -	\$ -
Plan Review Fees	\$ 8,870.00	\$ 3,780.00	\$ -	\$ -
Inspection Fees	\$ 4,640.43	\$ 1,036.00	\$ -	\$ -
Map Fees	\$ -	\$ -	\$ -	\$ -
Erosion Control Appl. Fees	\$ 4,900.00	\$ 2,900.00	\$ -	\$ -
Erosion Control Penalty Fees	\$ 3,500.00	\$ 300.00	\$ -	\$ -
Sanitary Sewer Permit Fees	\$ 600.00	\$ 300.00	\$ -	\$ -
Water Permit Fees	\$ 600.00	\$ 900.00	\$ -	\$ -
Water Service Line Protection	\$ 2,100.00	\$ 918.00	\$ -	\$ -
Totals per Quarter	\$ 203,956.43	\$ 79,565.00	\$ -	\$ -

Type of Fees	4 months of 2010	4 months of 2011
Encroachment Permits	\$ 3,205.00	\$ 1,775.00
Sewer Availability Fees	\$ 379,160.00	\$ -
Sewer Tap Fees	\$ 133,594.00	\$ 52,400.00
Subsequent Sewer Connection	\$ 53,596.00	\$ 3,040.00
Water Availability Fees	\$ 203,402.70	\$ -
Water-3/4" Tap Fees	\$ 67,565.00	\$ 13,500.00
Water-1" Tap Fees	\$ -	\$ -
Water-1 1/2" or Greater	\$ -	\$ -
Subsequent Water Connection	\$ -	\$ -
Lawn Irrigation Fees	\$ 2,260.00	\$ 1,540.00
Road Impact Fees	\$ 164,102.00	\$ 57,330.00
Plan Review Fees	\$ 7,560.00	\$ 150.00
Inspection Fees	\$ 4,838.45	\$ 9.95
Map Fees	\$ -	\$ -
Erosion Control Appl. Fees	\$ 12,210.00	\$ 4,820.00
Erosion Control Penalty Fees	\$ 1,400.00	\$ 1,000.00
Sanitary Sewer Permit Fees	\$ -	\$ -
Water Permit Fees	\$ -	\$ -
Water Service Line Protection	\$ 6,962.00	\$ 692.00
Total	\$ 1,014,469.15	\$ 116,296.95



## ATTACHMENT #2

WESTFIELD PUBLIC WORKS  
MONTHLY ACCIDENT STATISTICAL REPORT  
FOR APRIL 2011

Location	# of employees	# of Hours Worked	Employee Accidents/ Month	Disabling Accidents/ Month	Lost Work Days	Restricted Work Days	OSHA Recordable Accidents	# of Vehicles	# of Miles Driven	# of Vehicle Accidents for the Month	Chargeable Accidents for the Month	# of Property Damage Accidents/ Incidents	Cost of Property Damage Accidents/ Incidents
Administrative	3	439	0	0	0	0	0	1	709	0	0	0	\$0.00
CSC	6	867	0	0	0	0	0	1	375	0	0	0	\$0.00
Water	5	808	0	0	0	0	0	7	5584	0	0	0	\$0.00
Wastewater	3	448	0	0	0	0	0	6	2851	0	0	0	\$0.00
Street-G/M	15	1988.5	0	0	20	0	0	17	10437.7	0	0	0	\$0.00
Dev/Con-Eng	7	996.5	0	0	0	0	0	6	2701	0	0	0	\$0.00
Inst & Controls	2	307	0	0	0	0	0	1	1058	0	0	0	\$0.00
2011	41	5854	0	0	20	0	0	39	23715.7	0	0	0	\$0.00
2010	45	7253.25	2	0	0.125	0	0	38	22213	0	0	0	0

\* Brad Prater is still off on Worker's Compensation for incident that occurred on March 9th, 2011.

## ATTACHMENT #3

### WESTFIELD BOARD OF PUBLIC WORKS MEETING

#### *Westfield Public Works Executive Summary Progress Report*

1. Village Park TIF Projects

- East Access Road – This project was bid on April 4, 2010, the Public Works Department awarded the bid to E&B Paving on September 30, 2010. Right-of-Way acquisition for the East Access Road is complete for the proposed road that will run behind Marsh and Wal-Mart to connect Greyhound Pass to 151<sup>st</sup> Street.

E&B Paving paved 151<sup>st</sup> Street in two locations last Fall. Over the winter the utilities were relocated in preparation for full construction during the summer of 2011. During the Spring of 2011, the storm sewer was installed, water and other utilities were switched over, and road construction started on the North end of the project. After the North half or phase 1 is completed, the South half or Phase 2 will be constructed. Final Completion is scheduled for November 1, 2011.

- South Union to Western Way Drive (Westfield Blvd.) - The design of this project was delayed because INDOT and Target have not come to an agreement on the R/W acquisition of the Target property. The City is currently looking at other options associated with the connection of 156<sup>th</sup> Street to South Union.

2. Eastside TIF Projects – 161<sup>st</sup> Street and Carey Road. The design and engineering work continues on the 161<sup>st</sup> Street and Carey Road Round-a-bout. The design of this project is scheduled to be completed this summer, with R/W acquisition and utility coordination beginning late fall to early winter of 2010. At this time, it appears that this project will likely be scheduled for utility relocations in 2011 with construction in early 2012.

3. Downtown Thoroughfare Plan. Work included investigation of road network improvements that would support the planned INDOT improvements to US 31 and SR 32, as well as downtown redevelopment envisioned by the Grand Junction Task Force. Concepts have been developed for possible road network improvements in downtown and along the west side of US 31. The 80% planning grant was approved and the Notice to Proceed was issued from the Indianapolis MPO to support traffic plan development. A presentation of the project was presented to INDOT on February 8<sup>th</sup>, 2011. INDOT reviewed the plan for possible inclusion with the US 31 Major Moves Freeway Project and presented preliminary inclusion of a portion of this project at the May 10, 2011.

4. Westside Interceptor. Atlas Excavating, Inc. is substantially complete. Remaining items to be completed consist of manhole lining and finish grading. Wetlands mitigation has been completed by Williams Creek Consulting. The interceptor sewer, if necessary, is complete and ready to accept flows from any proposed developments.



5. Beechwood Storm Sewer Project. The Beechwood Storm Sewer project is in the final design phases. The field survey, utility investigation, and engineering has been completed. VSE Engineering has finalizing plans and prepared easement documentation. This project is now shelf ready and ready to move forward in 2012.
6. Block Grant. The City of Westfield applied for the 2010 Block Grant that will consist of some drainage improvements and sidewalk connections along East Street between the Silver Lakes and Sleepy Hollow Subdivisions. The Public Works Department will be bidding this project out in June of 2011.
7. 2011 Resurfacing and Maintenance Improvement Project. The list of projects based on various factors has been narrowed down and it has been determined that this year's Project will be broken down into 3 contracts. The first contract will mainly consist of Resurfacing with Contract 2 consisting of Maintenance Improvements and this plan will be on going as winter thaw continues into spring. Contract 3 will consist of the Block Grant. Contract 1 was bid on June 24<sup>th</sup>, with the bids under review at this time.
8. Towne Road Bridge Replacement over the John Edwards Drain. The Public Works Engineering Division will be drafting a RFP for design of a bridge for Towne Road. This bridge which was listed in the top 8 for replacement according to the City of Westfield Small Structure Inventory List is complete. Construction of this bridge is proposed for 2013 depending on funding.
9. Grand Park. The Public Works Engineering and Development/Construction Divisions are providing technical input into the planning and design of the Grand Park Sports Complex. The Public Works Department is participating in the Design and Financial analysis meetings associated with this project.
10. Grand Junction. The Public Works Department continues to be the lead on the proposed Regional Detention Plan associated with the Anna Kendall (Cool Creek) Regulated Drain. The Public Works Department also has provided technical input in regards to the downtown thoroughfare plan, utility development, and trail development.
11. Public Safety Training Facility/ Public Works Horseshoe Water Utilities Property.
  - The Public Works department continues to be the lead of the development of this property and project, along with the well field expansion on this property.